

# How to Complete Application Forms

The following information is to be inserted in the corresponding section of the application form:

1. **Full Name of Applicant:** The full name of the legal entity applying for the licence or permit. (Eg. The name of the company or incorporated body (for a corporate entity) or the full name of the proprietor or of all partners where a business is not incorporated.
2. **Business Name of Applicant:** The registered business name, if any.
3. **Business Address of Applicant:** The business address or the address of the registered office of an incorporated body.
4. Telephone and Facsimile Number: Of the business address.
5. **Postal Address for Correspondence:** Your preferred mailing address.
6. **Address of the premises to which this application relates:** The address of the location where the poisons are to be sold, stored or used. If more than one location is involved, a separate application may be required for each location.
7. Telephone and Facsimile Number: Of the premises to which the application relates.
8. An indication of whether / when the premises will be **ready for inspection**.
9. Schedule(s) of Poisons Required – as listed in the Standard for Uniform Scheduling of Drugs and Poisons (SUSDP) and/or Standing Orders.
10. Applications to generate Standing Orders **only**.
11. Guilty Findings: Full and frank disclosure of any guilty findings is required.
12. **Application by an Incorporated Body:** To be completed by an authorised officer of the company. If the applicant is not incorporated, mark this section "not applicable"
13. **Declaration by the Person Completing the Application:** To be completed and signed by in the presence of a witness.

**Before** your application can be processed, the following **must** be completed and submitted:

- Licence or permit application form (*completed in all detail*)
- Poisons Control Plan and/or Standing Orders Module Poisons Control Plan (*completed in all relevant detail*)
- Application to Nominate a Responsible Person (*completed in all detail*)

Copies of the following documents are also required (where applicable):

- Certificate of incorporation (where the applicant is a corporate entity)
- List of all directors (of the corporate entity)
- Certificate of registration of business name (where applicable)
- Certificate of registration (for hospitals, nursing homes, etc.)

The prescribed fee **must** accompany every application (*see table of fees – GST does not apply*) and should be forwarded, with ALL required documents to:

MANAGER DRUGS AND POISONS  
DEPARTMENT OF HUMAN SERVICES  
GPO BOX 4057  
MELBOURNE 3001

For more information, phone 1300 364 545